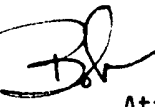


4 September 1986

MEMORANDUM FOR: Director of Personnel

FROM: Richard J. Kerr
Deputy Director for Intelligence

SUBJECT: Secretarial Position Descriptions for
IS Levels III and IV

 Attached are the position descriptions for the DI secretarial positions
being requested at IS Levels IV and III.


STAT

STAT

Richard J. Kerr

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

Page Denied

Next 6 Page(s) In Document Denied

2 SEP 1986

MEMORANDUM FOR: Deputy Director for Intelligence

VIA: Associate Deputy Director for Intelligence

FROM: [redacted]
Chief, Management, Planning and Services Staff

STAT

SUBJECT: Secretarial Positions Conversion

1. Attached, covered by a memorandum for your signature to Bob Magee, is the DI list of secretarial positions requested at Level IV and Level III. They are presented by Office and in priority order as determined by each Office. The process is described in Appendix A.

2. The fact most evident is that the task is not easy! The Working Group of DI personnel officers, [redacted] reviewed all position descriptions submitted, to make sure they contained the appropriate elements outlined by OP. There were recommendations to Offices at this point for fine tuning and improving position descriptions submitted. The job of the Working Group was to ensure consistency of position descriptions throughout the directorate.

STAT

3. On 27 August, I chaired a meeting attended by senior representatives of each Office [redacted]. The goal was to arrive at a list of [redacted] positions at Level IV [redacted] and [redacted] positions at Level III [redacted]. PMCD will place [redacted] positions [redacted] "on the books" at Level III based on this list, will first evaluate each position requested at Level IV, and then spot check positions requested at Level III.

STAT

STAT
STATSTAT
STAT

STAT

STAT

4. Only [redacted] positions were submitted for the [redacted] Level IV slots. Much discussion followed--mostly concerning the placement of Deputy Office Director secretaries at Level IV. Only LDA and OIR submitted theirs at Level III. CPAS raised theirs to a IV at the table. PMCD will undoubtedly question Level IV across the board, but most felt strongly about the issue. The other major discussion on Level IV concerned the OSWR secretariat positions versus division chief positions. Agreement was reached to place [redacted] positions ([redacted] OSWR and [redacted] SOVA) at the III level with a request that they be considered for Level IV at a later date.

STAT
STAT

5. At Level III, [redacted] positions (plus the [redacted] dropped from the Level IV list) were submitted for [redacted] slots. With some negotiating at the table--and some later--the magic number was finally reached.

STAT
STAT

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Secretarial Positions Conversion

6. Will PMCD buy the whole package without question? I doubt it. Our list doesn't necessarily follow the old "grade attraction", but for the most part, it does follow current actual, perceived or desired level of secretarial responsibility.

7. I am available to discuss any aspect of this process including specific positions, individual Office percentages, and/or overall equity throughout the directorate.



STAT



STAT

ADMINISTRATIVE-INTERNAL USE ONLY

11 AUG 1986



MEMORANDUM FOR: All DI Office Directors and Staff Chiefs

FROM: [Redacted]
Chief, Management, Planning and Services Staff

STAT

SUBJECT: DI Guidance for Secretarial Position Conversion

REFERENCE: The Secretarial Career System in CIA, May 1986

1. Effective 6 July 1986, Agency secretaries were converted from the General Schedule (GS) to the new Intelligence Secretarial (IS) pay schedule, and all secretarial positions were temporarily converted to Level II. The second phase of the program will focus on completing position conversion and is set to begin immediately. In this phase, job enrichment is critical to the basic concept of the new system. It is important that both managers and secretaries understand this to be a significant challenge and work closely together to develop and broaden duties and responsibilities of the position in accordance with current guidelines.

2. As was true for the personnel conversion phase, a rigid timetable must be followed to be ready for PMCD's review, which is to begin on 2 September. To ensure timeliness in meeting the objective, please adhere to the following schedule:

- o 7 August - PMCD will brief a representative group of DI managers and personnel officers at 1000 hours in Room 1E78 Hqs. They will offer guidance in developing position descriptions and answer questions about the process. You, your deputy, or a designated senior officer should plan to attend this session and serve as your Office representative on the DI Position Conversion Panel. Your senior personnel officer should also attend.
- o No later than 20 August - Level III and IV secretarial positions are due in DI Personnel. They should be coordinated within each Office and submitted in priority order to [Redacted] DI Personnel, 2E42 Hqs. [Redacted]
- o 20-26 August - Your position descriptions will be reviewed by a DI working group composed of Directorate personnel officers and chaired by Deputy Chief, MPSS, to determine if the levels proposed are consistent throughout the Directorate. Position descriptions requiring further development will be discussed with the component.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: DI Guidance for Secretarial Position Conversion

- o 27 August - The Directorate Position Conversion Panel will meet to identify and recommend to the DDI, in rank order, the 10% of DI secretarial positions to be at Level IV and the 20% of DI secretarial positions to be at Level III for his final approval.

3. Your personnel officers have already received some general guidance regarding this process. In addition, PMCD has provided the attached samples of IS-03 and IS-04 position descriptions and a format to follow. Of particular interest to us is the Level IV position approved in NESAs and the Level III position in OGI.

4. Under the rules of the new secretarial system, the Directorates will identify and prioritize the Level III and IV positions. PMCD will spot check IS-03 positions for conformance with the requirements of the program, and all positions proposed for IS-04 will be reviewed and evaluated. If we all do our jobs right within the next few weeks, the spot check and review by PMCD should be a relatively simple procedure. Please let us know if you have any questions.



STAT



STAT

cc: DDI
ADDI
All DI Personnel Officers

ADMINISTRATIVE - INTERNAL USE ONLY

Page Denied

Next 7 Page(s) In Document Denied